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Setting Custom Paper Sizes – PC/Windows

A number of Messenger's stationery products, when printed using Make It! Personal, will require the setup of custom paper sizes in your printer's driver software. Since this process varies somewhat depending on the printer manufacturer, this guide will outline the basic concepts for setting these up.

Small Books	6.5 x 9.4
Large Books	7.5 x 9.4
Oversized Books	7.5 x 11
No tab Prayer Card	8.5 x 10
Ack. Cards 2-up small Svc Folders Exp. Note Cards Temp. Grave Markers	7 x 10
1up small Service Folder s	7 x 5
1up Copy Machine Service Folders Image Marker Temp Grave Markers	8.5 x 5.5
1up Large Bookmarks (not compatible with some printers)	3 x 8.8

ALL SIZES ARE IN INCHES



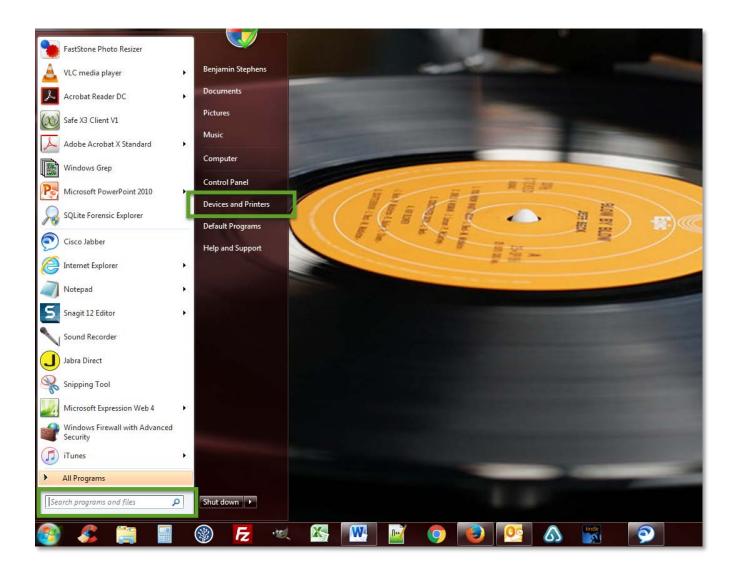
The following table lists products that do **NOT** require custom paper sizes because they use a standard paper size known to virtually all printers. Simply choose the appropriate size at the print job.

ALL SIZES AR	RE IN INCHES
2up Copy Machine Folders Large/Bulletin Service Folders 4up Bookmarks Tabbed Prayer Cards	
Display Sheets Memory Cards DVD Covers Square Candles Temp. Grave Markers	8.5 x 11 (letter)
Standard/Premium Candles Trifolds	8.5 x 14 (legal)
Clergy Records (various)	6.4 x 7.9 6.5 x 8 6.5 x 8.5 8.5 x 11



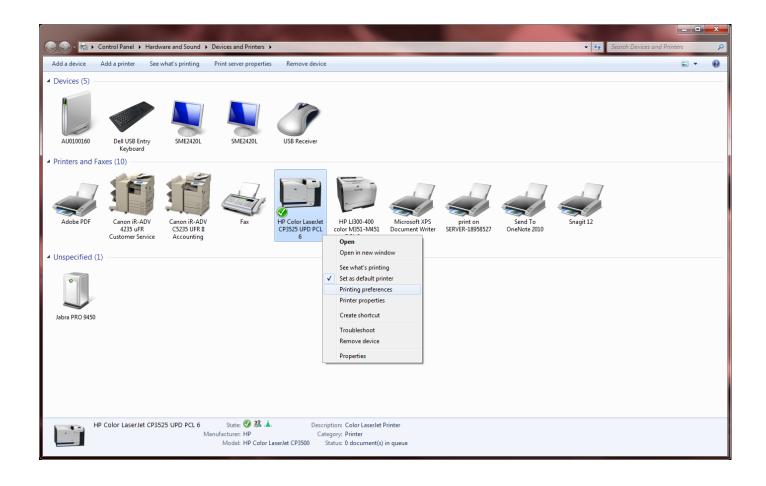
Registering Custom Paper Sizes in the printer driver – Method #1

Click on the **Start** button in the lower left corner of the screen and select *Devices and Printers*. If you don't see *Devices and Printers* listed, you should be able to start typing it into the search bar, and that should bring it up.





Find the printer you are printing to, right-click it, and choose Printing Preferences.





This is where things start to diverge. Depending on your printer manufacturer, the next screens may vary in appearance, but you'll be looking for the same setting. I've given two examples to illustrate this: an HP and a Canon.

A HP Color LaserJet CP3525 UPD PCL 6 Printing Preferences					
Advanced Printing Shortcut Paper/Quality E fects Finis	shing Job Storage Color Services				
Paper Options Paper sizes: 8.5 × 11 inches Letter Custom Paper source: Automatically Select Paper type: Unspecified					
Special pages: Covers Print pages on different paper Settings	Print Quality ImageREt 3600 ▼ Gloss Level: Default ▼				
	About Help				
	OK Cancel Apply				

🖶 Canon iR-ADV 4235 uFR Custo	omer Service Printing Preferences	×
Basic Settings Page Setup F his	hing Paper Source Quality	
Profile:	Change> Default Settings	✓ Add(1) Edit(2)
Output Method:	Print	•
	Page Size:	Letter ▼ Match Page Size ▼ 1 (☆) [1 to 9999]
	A Portrait 	A O Landscape
	Page Layout:	1 1 on 1 -
Letter [Scaling: Auto]	Scaling:	100 × [25 to 200]
View Settings	Watermark Name:	CONFIDENTIAL
		Edit Watermark
	Custom Paper Size	Page Options Restore Defaults
L		OK Cancel Apply Help

For the HP: You'll navigate to the **Paper/Quality** tab, and then click on the button labeled **Custom...**

For the Canon: You'll navigate to the Page Setup tab, and then click the button labeled Custom Paper Size...

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Again, the idea here is you're looking for the same setting but it may vary slightly in appearance or wording depending on the manufacturer.

<u>HP</u>: You'll now see a dialog in which you can define the name, height, and width of the custom page size. Don't forget to click **Save** after each size is entered, then click **OK** when finished.

Custom Paper Si	ze	×		Custom Paper Size	2	×
	per size you have just defined exited and re-entered the Print	will not become available for selection ing Preferences/Properties.			er size you have just defined v xited and re-entered the Print	will not become available for selection ing Preferences/Properties.
Name		Save		Name Small Books		Save
Paper Size		Units		Paper Size		Units
Width:	8.50	Inches		Width:	6.5	Inches
Length:	(3.00 - 17.00)			Length:	(3.00 - 17.00)	
	(5.00 - 36.00)	Millimeters			(5.00 - 36.00)	Millimeters
		OK Cancel]			OK Cancel

<u>Canon:</u> You'll now see a dialog in which you can define the name, height, and width of the custom page size sound familiar?). Don't forget to click **Register** after each size is entered, then click **OK** when finished.

Paper List: Paper Size to Register		Pape	Paper List:		Paper Size to Register			
Name	Size	Custom Pape	er Size	Na	me	Size	Custom Pape	er Size
Letter	8.50 x 11.00	Paper Name:		Le	tter	8.50 x 11.00	Paper Name:	
11x17 Legal	11.00 x 17.00 8.50 x 14.00	New Name			x17	11.00 x 17.00 8.50 x 14.00	Small Book	
Statement	5.50 x 8.50	Width:	8.50 in [3.90 to 11.69]	• St	atement	5.50 x 8.50	Width:	6.5 in [3.90 to 11.69]
Executive A5	7.25 x 10.50 5.85 x 8.27	Height:	11.00 in [5.83 to 24.80]	E A	ecutive	7.25 x 10.50 5.85 x 8.27	Height:	9.4 in [5.83 to 24.80]
• B5	7.17x 10.12	Regional Paper Regional Regional Paper Regional	per Size	B		7.17 x 10.12	Regional Page	er Size
• A4	8.27 x 11.69	Paper Name:		• A*	4	8.27 x 11.69	Paper Name:	
• B4 • A3	10.12 x 14.33 11.69 x 16.54	Oficio		B4	4 3	10.12 x 14.33 11.69 x 16.54	Oficio	~
* Envelope Monar	. 3.87 x 7.50	Width:	8.50 in [3.90 to 11.69]	• • • •	velope Monar	3.87 x 7.50	Width:	8.50 in [3.90 to 11.69]
Envelope No. 1 Envelope DL	4.12 x 9.50 4.33 x 8.66	Height:	12.48 in [5.83 to 24.80]		nvelope No. 1 nvelope DL	4.12 x 9.50 4.33 x 8.66	Height:	12.48 in [5.83 to 24.80]
^e Envelope C5	6.38 x 9.02	Unit			nvelope C5	6.38 x 9.02	Unit	
Custom [Name F	. 8.50 x 11.00	Millimeter	Inch		ustom [Name F	8.50 x 11.00	 Millimeter 	Inch
	Delete]	Register			Delete		Register

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That's it! Your custom paper sizes are now registered, and you'll simply need to make sure the correct size is pulled when sending the print job. ALWAYS choose **Actual Size**, and most printers will match the proper custom size by checking the box **Choose paper source by PDF page size**. If this doesn't match the *Document Size* to *Paper Size* (highlighted in yellow), the right custom size can be explicitly selected under **Properties** -or- **Page Setup** (outlined in green).

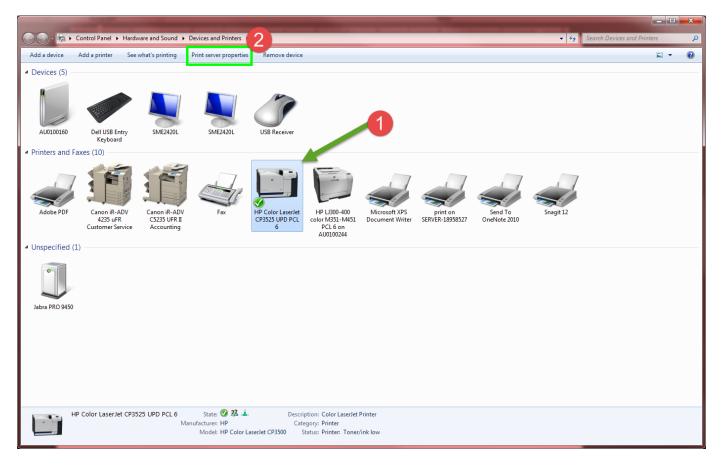
Print		×
Printer: HP Color LaserJet CP3525 UPD PCL 6 Properties Adva Copies: 1 . Print in grayscale (bla Save ink/toner 1		Help ⑦
Pages to Print All Current page Pages 1 More Options Page Sizing & Handling 1 Size Poster Multiple Booklet Size Poster Multiple Size Shrink oversized pages Custom Scale: 100 % Choose paper source by PDF page size Orientation:	Comments & Forms Document and Markups Summarize Comments Document: 7.5 x 9.4 in 7.5 x 9.4 Inches Par Lovieg Phenosy.	
 Auto portrait/landscape Portrait Landscape 	Roland Deschain Cotober 31, 1978 - July 10, 2015 Page 1 of 1 Print	Cancel



Registering Custom Paper Sizes in the printer driver – Method #2

Sometimes Printer Preferences opens up and there are very limited options, and absolutely no tab or setting regarding custom page sizes. There is a second method which sometimes, but not always, works around this.

While in the *Devices and Printers* window, click on the desired printer to select it. Next, click **Print server** properties.



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You should now see the **Print Server Properties** window. First, click on **Change Form Settings** to enable permission to change settings. Second, check the box Create a new form to do just that. Then simply enter the name and dimensions of the custom size you wish to define. Click **Save Form**, then click OK.

Print Server Properties	🖶 Print Server Properties
Forms Ports Drivers Security Advanced	Forms Ports Drivers Security Advanced
Forms on: AU0100160	Forms on: AU0100160
10x11 Delete	10x11 Delete
10x14	10x14
10x15cm 11 x 17	10x15cm 11 x 17 - Save Form
Form name: 10x11	Form name: Small Reg Book
Create a new form	Create a new form
Define a new form by editing the existing name and measurements. Then click Save Form.	Define a new form by editing the existing name and measurements. Then click Save Form.
Form description (measurements)	Form description (measurements)
Units: O Metric O English	Units: O Metric O English
Paper size: Printer area margins:	Paper size: Printer area margins:
Width: 10.00in Left: 0.00in Top: 0.00in	Width: 6.5 Left: 0.00in Top: 0.00in
Height: 11.00in Right: 0.00in Bottom: 0.00in	Height: 9.4 Right: 0.00in Bottom: 0.00in
Change Form Settings	
OK Cancel Apply	OK Cancel Apply